

CHAPTER 4

LEAVES OF ABSENCE

ARTICLE 4.1: GENERAL RULES

SECTION 4.1.1: APPLICATION. Unless otherwise specified, leaves of absence may be granted to persons in the Classified and Unclassified Services of the County, in accordance with the provisions of the County Charter, the Government Code, applicable Memoranda of Agreements and this Article. Subject to conditions applicable to particular types of leave, employees paid at a biweekly rate are eligible for the privileges provided by this Chapter. Employees paid at an hourly or special rate are not eligible for the privileges provided by this Chapter. Notwithstanding the provisions of Sections 1.2.5 (Appointment of Deputies) and 1.2.7 (Classes Exempt from FLSA), biweekly rate employees in classes with overtime designator "X" indicated in Appendix One shall not be required to use any of the paid leave of absence provisions under this Chapter for authorized absences of less than the employee's regularly scheduled work day. Such partial day absences shall be compensated as if the absences were time worked.

(Amended 04/17/92, Ord. No. 8055)
(Amended 01/18/08, Ord. No. 9912)

SECTION 4.1.2 LEAVE OF ABSENCE AUTHORIZATION.

- (a) REQUEST FOR LEAVE. Notwithstanding subsection (b) (Required Leave) below, requests for leaves of absence shall be submitted in writing to the appointing authority (Absence/Overtime, form CS 180, may be used for this purpose). All requests shall designate the time at which the absence is to begin and end; shall be signed by the employee; and approved or disapproved in writing and signed by the employee's appointing authority. Requests shall be submitted to the Director when required by the provisions of this Chapter 4.
- (b) REQUIRED LEAVE. The following types of leave may be required by the appointing authority:
- (1) Compulsory Leave pursuant to Section 4.3.3.
 - (2) Administrative Leave pursuant to Section 4.2.12.
 - (3) DOT (Federal Department of Transportation) Drug/Alcohol Testing Leave pursuant to Section 4.2.16.

(Amended 06/05/87, Ord. No. 7296)
(Amended 04/06/90, Ord. No. 7730)

(Amended 07/13/90, Ord. No. 7773)
(Amended 03/08/91, Ord. No. 7873)
(Amended 07/26/91, Ord. No. 7945)
(Amended 05/26/95, Ord. No. 8526)
(Amended 01/18/08, Ord. No. 9912)
(Amended 06/28/13, Ord. No. 10266)

SECTION 4.1.3: APPOINTING AUTHORITY DESIGNATES TIME OF LEAVE. Leave of Absence shall be approved in advance by the appointing authority with the exception of sick leave, injury leave, military leave and court/jury leave.

(Amended 01/18/08, Ord. No. 9912)

SECTION 4.1.4: PAY CALCULATION. Unless otherwise specifically provided herein, employees on approved leave with pay shall receive their base rate only, plus those premiums made specifically payable by Chapter 1 while on paid leave. While on approved leave without pay employees shall receive no pay.

(Amended 01/18/08, Ord. No. 9912)

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